

404 SHIFT BRIEFING

404.1 PURPOSE AND SCOPE

Shift Briefing is generally conducted at the beginning of the officer's assigned shift. Shift Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct shift briefing. However, officers may conduct shift briefing for training purposes with supervisor approval.

Shift Briefing should accomplish, at a minimum, certain basic tasks, including:

1. Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles and major investigations.
2. Notifying officers of changes in schedules and assignments.
3. Notifying officers of new Special Orders or changes in Special Orders.
4. Reviewing recent incidents for training purposes.
5. Providing training on a variety of subjects.

404.2 SHIFT BRIEFING

Shift Briefing is generally conducted at the beginning or conclusion of the officer's assigned shift, yet it may occur at another period. Shift Briefing should incorporate short training segments on a variety of subjects and may include:

1. Review and discussion of new or updated policies.
2. Presentation and discussion of the proper application of existing policy to routine and unusual daily activities.
3. Presentation and discussion of the proper application of existing policy to unusual activities.
4. Reviewing recent incidents for training purposes.

404.3 PREPARATION OF MATERIALS

The individual conducting shift briefing and/or roll call training is responsible for collection and preparation of the materials necessary for a constructive briefing and/or roll call training. A supervisor may delegate this responsibility to a subordinate officer in his/her absence or for training purposes.

404.4 RETENTION OF SHIFT BRIEFING RECORDS

Shift Briefing materials and a curriculum or summary shall be forwarded to the Training and Recruitment Sergeant for inclusion in training records, as appropriate.